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ABSTRACT

These booklets offer to infant/toddler group care programs complete guidelines for (1) safety and health and (2) minimum equipment inventory. The introduction to the safety and health guidelines stresses that adults should be alert and prepare the environment to minimize risks. Children then will be able to explore and play freely and safely. Relevent practices are outlined for the following: space and equipment; nutrition/feeding practices; sanitizing; diapering, toileting, and handwashing; and medications and accidents. The minimum equipment inventory provides extensive lists of safe, age-appropriate equipment and toys for both infant and toddler environments in group care settings. (DST)

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# CHILD DAY CARE ASSOCIATION OF ST. LOUIS

# SAFETY AND HEALTH GUIDELINES

# FOR

# CHILDREN UNDER AGE THREE IN GROUP CARE

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## CHILD DAY CARE ASSOCIATION

## SAFETY AND HEALTH GUIDELINES FOR CHILDREN UNDER AGE THREE IN GROUP CARE

While all adults need to be alert around young children, the use of PRIMARY CAREGIVERS in group settings is an effective way to protect children's health and safety as well as to promote their growth and development. A PRIMARY CAREGIVER is defined as a regular, full time staff person who has the major responsibility for the same small group of children. In programs for children under two years of age, this should be one adult to three or four children.

Young children are at special risk as soon as they become mobile. This usually begins at about seven months. Adults need to be alert and prepare the environment so that risks are minimized and children are able to explore and play freely and safely.

### The Mobile Child Under Three

Is curious, energetic and impulsive; investigates everything; climbs; pulls objects off tables and shelves; opens doors and drawers; puts everything in his mouth; moves about constantly; imitates; tries to do things by himself; runs very quickly; is impatient with restraint.

### CHECK YOUR SPACE AND EQUIPMENT

1. Keep doors leading to stairways, driveways and storage areas securely fastened inside and outside.

2. Make regular checks of equipment used by children, indoors and outdoors. Pay special attention to cribs. Mattress height needs to be lowered when children begin to pull themselves up.

3. Use approved mesh style safety gates at stairways. Children have been trapped and strangled in the old accordion style gates.

4. Use window guards or open windows from top only.

5. Keep screens locked and permanently fastened with nails or screws.

6. Provide guards for wall heaters, registers, and floor furnaces.

7. To prevent scalding, set hot water temperature at $120^{\circ}$ on water lines leading to faucets children use. If you have a dishwasher, adjust the hot water supply valves in the bathrooms used by children so only a trickle of hot water flows out.

8. Cover electrical outlets.

9. Keep electrical cords to appliances out of reach of children.

10. Do not use extension cords.

11. Keep furniture on which children could climb away from windows.

12. Securely anchor shelves and bookcases.

13. Use tables with blunt corners or pad the corners.

14. Do not use toychests. Children are frequently injured by the lid falling on them, by falling into the chests or by having their hands or fingers severely pinched.

15. Keep all cleaning supplies, medicines and matches away from children - out of reach and out of sight. Do not put cleaning supplies in any container except the original labeled one.

16. Fence the playground. Keep it free of litter and animal droppings. Check for poisonous plants.

17. Use resilient material under all climbing equipment, inside and outside.

18. Keep small objects out of the reach of children.

19. Remove any indoor plants which may be poisonous.

20. Provide sturdy toys with no small removable parts and with lead-free paints.

21. Keep plastic bags out of the reach of children.

22. We advise against the use of wading pools. If they are used, they need to be vigilantly supervised and kept clean and sanitary. Follow the approved Health Department recommendations. Sprinklers are a safer substitute.

23. Empty water tables at least once a day. We recommend that children with runny noses or upper respiratory infections be given their own separate basins for water play.

24. Keep animal quarters clean. Keep animals properly cared for. Avoid turtles since they may carry salmonella.

25. Place adult purses and coats out of reach of children.

26. Trash and garbage should be kept in covered and lined containers.

27. Moth balls or toilet bowl cleaner cakes are poisonous and should not be used in any rooms occupied by children.

## DANGEROUS PLAY MATERIALS

All materials to be used with children should be thoughtfully evaluated for safety. There is no substitute for alert and caring adults.

Glitter, if rubbed into the eyes, can cause permanent damage to the cornea. Colored sugar is a much safer substitute.

Balloons are fun, but children should never be given uninflated balloons or be allowed to play with pieces of a torn balloon. Do not hang balloons in the room. If one pops and is not noticed, pieces may be scattered about the area. The rubber can easily be inhaled and become stuck in the windpipe. If swallowed, pieces of a balloon can cause severe damage or death.

Dolls and stuffed toys frequently have eyes and other parts that children can pull or bite off. Check frequently.

Styrofoam is dangerous because it can be inhaled. The foam swells when it gets damp and can block the child's air passage leading to severe damage or death.

Dried peas, beans and corn are dangerous play things because they can be inhaled or poked into noses or ears. With careful supervision older toddlers can plant them in a garden.

Long scarves and ribbons can easily choke very young children. Necklaces can also choke children if they are made of unbreakable materials.

## CLEAN AND REPAIR TOYS AND MATERIALS

1. Develop a caregiver system and/or schedule of duties for keeping toys clean.

2. For toys that can and should be washed:

   * Rinse toys in cold water first to remove the child's saliva.

   * Use the same bleach solution as is used for disinfecting surfaces.

   * If toys are dishwasher safe, wash them in the dishwasher.

   * Other toys can soak in bleach solution, out of sight and reach of children. Air dry overnight in a dish drainer.

3. Remove and repair broken toys and books.

4. Pick up and replace toys at the end of a period. Keep an ample supply of toys available on open shelves throughout the day.

5. Make regular checks to be sure that handles and knobs are secure on the furniture used by the children - don't forget the child size furniture in the children's housekeeping area.

## NUTRITION/FEEDING PRACTICES

1. Coordinate food planning with parents. Post accurate current menu. Complete information forms for parents each day.

2. Always wash hands before feeding a child, before any food preparation and before eating. Teach the child to do the same.

3. Use a fresh cloth for each child when wiping hands and faces. A commercial wipe for each is acceptable.

4. Do not give a child a bottle when the child is in bed or lying flat. This practice interferes with healing of middle ear infections. It also contributes to the decay and destruction of primary teeth.

5. Always hold a child for bottle feeding. Do not prop bottles.

6. Be very careful of food/bottle temperatures when feeding children. If a microwave oven has been used to heat the food, stir the food thoroughly after removing from the microwave and let it stand a few moments to avoid "hot spots" that can burn the inside of the child's mouth. Bottles should be gently shaken for even heat distribution and then tested on the wrist for temperature.

7. Dispose of unused bottle contents promptly.

8. Avoid foods that cause choking - hot dogs, (unless cut in small strips), popcorn, nuts, grapes, blueberries, raisins, watermelon, raw carrot and celery, hard candies, cough drops and jelly beans.

9. Avoid serving sugared cereals or putting sugar on unsweetened cereals.

10. Avoid soft drinks or sugared fruit drinks. Serve whole juice.

11. Do not serve honey in any way, shape or form to children under 1 year. Do not add it to other foods. It can cause botulism which leads to serious illness or death.

12. Portions of food should be small with additional portions always available.

13. New foods should be offered as well as foods with which the child is familiar.

14. Foods should be served attractively and offer variety of colors, textures and flavors.

15. Children should not be required to taste or eat everything on their plates.

16. Fluids must never be withheld even before naptime.

17. Timing of meals and snacks should be designed to meet the individual needs of children.

18. Do not let children walk around or move about the room while eating or carrying food to eat. Children who walk and eat at the same time have a tendency to choke on their food.

19. Adults should not become upset when children refuse foods. Coaxing children to eat is not an acceptable practice nor is bribery.

20. Adults should accept the need children have to touch and eat food with their hands.

21. Adults should help where needed. They should talk with children at meal and snack times.

22. Eating utensils should be safe and the proper size for the child to handle. Children should be encouraged to feed themselves.

23. Drinking cups should be easy to handle and not over 2/3 full. Suck cups should be carefully cleaned around the spout.

24. Tables and chairs should be suitable to the size of the children; highchairs need to be sturdy.

25. Adults should clean and disinfect eating surfaces before and after meals. Avoid spraying toward children.

26. Clean floor surfaces after meals.

SANITIZING SOLUTION - FOR DISINFECTING SURFACES

1. 1/2 cup bleach in 1 gallon of water is recommended by the Center for Disease Control.

2. 1/4 cup bleach in 1 gallon of water made up fresh daily will kill most organisms. It may be used except during outbreaks of diarrhea when the stronger solution is necessary.

3. Keep the solution in a spray container out of the reach of children.

## DIAPERING, TOILETING AND HANDWASHING

These require careful and consistent attention for children and adults. Diarrhea is common in very young children in group care situations. Outbreaks of diarrhea are related to mixing groups of children and staff, poor staff handwashing techniques and failure to decontaminate surfaces.

Always separate the feeding and diapering areas in order to minimize the risks of contamination.

## DIAPERING GUIDES

1. Primary caregivers should change the diapers of their children. The close and loving interaction at that time provides the very young child with significant information about himself and his caregiver. In addition, the caregiver's sensitivity to the young child's particular patterns can alert her to the child's state of health.

2. There should be a sink adjacent to every diapering table. Ideally each sink should have an elbow faucet or foot pedal to control the water. If regular faucets are used, they must be turned on before beginning the diapering process or on/off with a paper towel during and after diapering a child. Faucet handles and sinks should be sanitized daily, more frequently during outbreaks of diarrhea.

3. There should be a closed trash container with a plastic liner, operated by foot pedal or with swing tops for elbow operation for discarded diapers and tissues.

4. Never rinse out soiled diapers/pants/other clothing. To do so increases the risk of contamination and diarrhea. Plastic bags should be available in which to send soiled clothing home.

5. Diapering table:

   * Requires a strap and/or sides so that the child cannot fall off. A crib used exclusively for a changing area is very satisfactory.

   * Disposable paper should be used on the surface of the diapering table. It may be computer paper, wax paper, newsprint or paper towels. Putting the paper on a roller is more likely to ensure its use.

   * Change paper after each child is diapered.

   * If a plastic covered changing pad is used, wipe it off after each use with surgical soap or a sanitizing spray solution. Protect children from spray.

   * Older children who require changing should be able to climb onto the changing table. Provide steps.

* No child should be changed on the floor without a disposable paper covering.

6. Soap:

* Bar or liquid soap may be used.

* Liquid soap in a dispenser with a foot pedal is preferred. Otherwise a towel is needed to pump the container in order to prevent contamination of the pump.

* Bar soap should not sit in water. To use it properly, tie it in a net around the faucet.

7. Potty Chairs:

* We do not advise the use of potty chairs since it is difficult to sanitize them. Eliminate them in favor of step stools and toilet adapters.

* Potty chairs are never acceptable in the classroom.

* If potty chairs are used in a bathroom they must be rinsed after each use and sanitized after each bowel movement. Dip the rinsed chair into a bucket of sanitizing solution, rinse again. The sanitizing solution must be changed frequently.

## HANDWASHING

* Fingernails should be short and free of polish. All jewelry except plain wedding bands should be removed.

* Always wash hands after using the bathroom and teach the child to do the same.

* Always wash hands before feeding a child and before eating and teach the child to do the same.

* Always wash hands after diapering a child, even if the diaper only contains urine. Turn faucets on before beginning the process.

* Always wash hands after toileting a child - your hands and the child's.

* Always wash your hands or use a commercial wipe after wiping a child's nose or blowing your own nose. Throw tissues away after use.

## EQUIPMENT/MATERIALS NEEDED

* Post clearly stated instructions.
* Soap - bar or liquid.
* Paper towels.
* Hand lotion.
* Moist wipes or soapy wash cloth.
* Disposable paper - bathroom tissue.
* Nail brushes.
* Plastic bags for children's soiled clothing.
* Sanitizing solution.
* An area which is used only for changing diapers/pants.

## DIAPERING STEPS

* Turn faucets on before starting to change diapers.
* Remove diaper.
* Cleanse child's diaper area.
* Dispose of waste. (NEVER RINSE OUT SOILED DIAPERS OR CLOTHING).
* Dress child.
* Clean changing area with sanitizing solution.
* Wash hands thoroughly under running water.

## MEDICATION/ACCIDENTS

1. Know and follow your center's emergency procedures.

2. At least one person with first aid and current CPR training should be available at all times. All staff should know how to deal with choking situations.

3. Motor vehicles need to be equipped with appropriate child restraints. Drivers and all passengers must wear them.

4. When taking children on field trips of any kind, make sure there are enough adults along to insure adequate supervision. They need to be mature, alert and responsible persons. They must follow the center's predetermined safety procedures. In addition, frequent head counts are necessary especially before and after using public transportation, entering and leaving stores and businesses, visiting public areas such as parks and upon returning to the center.

   While it is vital to include the name and phone number of your center on field trip tags, so that a wandering child can be reported, putting the child's name on this tag gives people with ulterior purposes a persuasive way of speaking to a child - he/she knows the child's name. Names on tags and even on clothing can be a danger for children.

5. Plan and rehearse evacuation procedures. Take roll record with you to make sure all children are out.

6. Medications should be kept out of sight and reach of children. One person should be responsible for administering medication. A record must be kept of all medication administered. Medication should be provided in its original container.

7. First aid supplies should be current. The Poison Control telephone number and a one ounce bottle of Syrup of Ipecac should be on hand.

8. If it is necessary to call Poison Control, it is helpful to know the substance ingested or have the container available.

9. If it is necessary to call 911, you must:

   * give the center's name and address.
   * describe the condition of the child.
   * give the age and weight of the child.
   * state the help the center needs.
   * state the action that has been taken.
   * state how the condition occurred.

10. It is helpful to have an emergency card for each child. It should include: current weight, age, date of last DPT, current medication, allergies, hospitalization insurance number and agent, the name and telephone number

of physician and dentist, parent's number and the authorized contact person's name, address and phone number.

11. Telephone numbers which should be posted by the phone include: local hospitals, fire department, police department, and Poison Control.

REVIEWED by Elliot F. Gellman, M.D.
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6/85

CHILD DAY CARE ASSOCIATION OF ST. LOUIS

# INFANT/TODDLER PROGRAMS

# MINIMUM EQUIPMENT INVENTORY

PS 015679

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INFANT EQUIPMENT - for 8 infants, ages 6 weeks to 12 months

| | |
|---|---|
| 8 | cribs and bumper pads |
| 1 | changing table |
| | covered waste receptacles, foot or elbow operated |
| 1 | adult rocking chair |
| 2 | adult chairs |
| 4 | high chairs and/or "sassy seats" |
| | low table and "Educube" chairs |
| 2 | baby swings |
| 2 | twin strollers |
| 1 | unbreakable infant mirror |
| 2 | dishpans for water play, indoors and outdoors |
| 1 | locker unit or other storage unit for clothing |
| | locking shelf units for toys |
| 1 | record player or tape recorder |
| 2 | "pumpkin" seats |
| 2 | bounce chairs |
| 2 | large vinyl covered mats, for indoors and outdoors |
| 1 | large beanbag chair |
| | several large, washable pillows |
| 10 | large beach towels |
| 1 | set of large vinyl covered foam blocks |
| 1 | "No-choke testing tube" |
| | "Socket Lock-it" for every electrical outlet |

INFANT TOYS - for 8 infants, ages 6 weeks to 12 months

8 crib toy mounts
toys to put on mount
mirror
gym
music box
mobiles
2 "rainbow bars"
11 Johnson and Johnson toys
2 suction cup toys
1 set of boats
1 set of vinyl farm animals
1 puzzle post
2 stacking rings
1 set of cloth blocks
1 "first toys" set (12 toys)
1 "soft toys" set (7 toys)
1 "funshine" mirror
1 "air pressure activity center"
1 "baby rhythm band"
1 "activity house"
1 "hand pops"
1 "match and play center"
1 "baby's nibbler activity center"
2 "baby cuddles"
hand puppets (with safe features, e.g. no buttons)
2 "lolly dolls"
balls, large and small
4 push toys without handles such as a "Roundabout"
2 small pull wagons

Books for teacher use, including nursery rhymes, finger games, songs and:

6 cloth books
6 board books
4 touch and feel books

Records or tapes for occasional use, including lullabies, classical music and children's songs.

TODDLER EQUIPMENT - for 8 toddlers, ages 12 to 30 months

| | |
|---|---|
| 8 | cots |
| 1 | changing table |
| | covered waste receptacles, foot or elbow operated |
| 1 | adult rocking chair |
| 2 | adult chairs |
| 2 | low tables which can be adjusted |
| 1 | high chair |
| 8 | "Educube" chairs |
| 1 | record player or tape recorder |
| | several (depending on space) locking shelf units for toys |
| 1 | locker unit |
| 1 | large, low, water table or 4 individual tubs |
| 1 | portable sand box |
| 1 | low, double or triple easel |
| 8 | waterproof aprons |
| 1 | rocking boat |
| 1 | small slide or climber with slide |
| 1 | set of large vinyl covered foam blocks |
| 8 | riding toys |
| 1 | wagon |
| 2 | large vinyl covered mats |
| 1 | small rocking horse or rocking cradle |
| 1 or 2 | twin strollers or a "cart for six" |
| 2 | toddler size toilets or 2 toilet adapters and steps |
| 1 | large beanbag chair |
| | several large washable pillows |
| | "Socket Lock-it" for every electrical outlet |

TODDLER TOYS - for 8 toddlers, ages 12 to 30 months

Building toys and accessories

- 1 set of card board blocks
- 1 set of plastic blocks
- 1 bag of foam blocks
- 1 set of bristle blocks
- 1 set of tuff-tuff blocks
- 1 set of large legos
- 1 set of bunny builders
- 1 set of people
- 1 set of vinyl farm animals
- 8 small non destructible vinyl cars and trucks
- 1 train set
- 1 boat set
- 1 house play set (e.g., Fischer-Price)
- 1 barn play set

Dramatic play equipment and toys

- 2 telephones
- 2 shopping carts
- 1 sink unit
- 1 stove unit
- 1 refrigerator
- 1 small table and 2 chairs
- 1 standing mirror - unbreakable
- dress-ups: hats, purses, shoes
- 1 set of plastic fruits and vegetables
- 1 set of dishes
- 1 set of pots and pans
- 4 washable dolls
- 4 washable stuffed animals
- 1 set of hand puppets

] with safe features, e.g. no buttons.

Gross motor play

- 4 push toys with non-removable handles
- 4 pull toys
- 2 pounding benches
- variety of large and small balls

TODDLER TOYS - for 8 toddlers, ages 12 to 30 months

Sand and water play

- 2 sand/water mills
- 8 bucket and shovel sets
- 4 sifters
- 4 funnels
- 8 regular sash brushes (for water painting)
- variety of found items

Manipulatives

- 2 "busy popup boxes"
- 2 "shape" boxes with blocks
- 2 "kitty in the kegs"
- 1 set of snap-lock beads
- 2 "rock-a-stacks" (stacking rings)
- 1 set of spools for stringing
- 1 set of wooden nesting cubes
- 1 set of "link-up" builders
- 2 jumbo "playboards" (peg boards)
- 2 small "tactilmat" and easy-grip pegs
- 8 puzzles - some knobbed, 2 to 6 pieces, non-interlocking
- 4 interlocking puzzles 5-6 pieces

Art

large paper; short handled, thick bristled, paint brushes; tempera paint, paste, homemade fingerpaint, homemade play dough and other art materials, all non-toxic and too large to be placed in the nose or ears or choked on.

Books for teacher use, including nursery rhymes, finger games, songs and:

- 12 board books
- 20 varied books such as:
  - The Very Hungry Caterpiller
  - Goodnight Moon
  - The Snowy Day
  - Ask Mr. Bear
  - Peter's Chair
  - Rosie's Walk

TODDLER TOYS - for 8 toddlers, ages 12 to 30 months

The Runaway Bunny
Mother Goose
Three Kittens
Brown Bear, Brown Bear, What Do You See?
Boats
A Child's Book of Everyday Things
Baby Farm Animals
The Animals of Farmer Jones
Three Billy Goats Gruff

Music

10 rhythm instruments

10 records or tapes, for occasional use only, such as:

Quiet Time
Tempo for Tots
Music for Ones and Twos
Tickly Toddle
We All Live Together (Vol 2)
Baby Can Do

This list was compiled from the following catalogues; no endorsement is implied:

Childcraft
Children's Factory
Community Playthings
Environments, Inc.
Kaplan
Lakeshore
Toys To Grow On